>>

Software for
Document Management and Archiving

ELO

Digital Office

ELO*office* 9.0

Small Business Solution

ELO
Digital Office

ELO*office*

Simply better organized
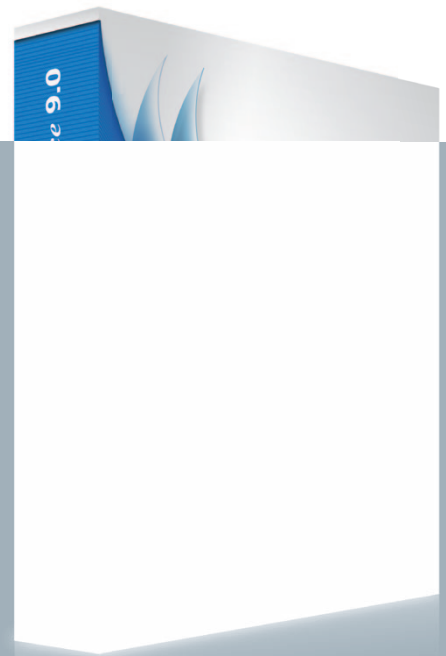
The ELO*office* document management supports you by handling the daily information capacity easily and safely. You will be saving space, time, money and paper.

„Before ELOoffice, there existed only stone age. When the software can reduce our workload and demand convenience, then we should use it. For me personally, this means, I find my information much faster and need a lot less shelf space."

Dipl.-Ing. Herbert J. Joka, MBA (RWTH/HSt), Journalist & Publicist

What our customers say.

Edit your daily document volume easier and better with ELO*office*.

The document management system (DMS) **ELO** bundles your electronic files and paper documents together and by a mouse click you can quickly bring them to your disposal. You will be able to follow the systematic processing of packing slips, invoices and orders in the electronic **ELO** archive. With DMS, it's possible to reduce the time and effort used for administrating documents up to 80 percent.

You want

✔ ... to find your documents quickly and accurately?

✔ ... to keep the overview on the daily growing flood of documents?

✔ ... to keep your desk free from annoying paper mountains?

✔ ... to understand processes faster?

✔ ... to manage your e-mail archiving easily and clearly?

✔ ... to work more productively in team and in the dailly routine?

✔ ... to store your documents electronically in a safe place?

Then ELO*office* is just what you want.

ELO*office* runs continuous usability tests to guarantee user-friendly software applications. In the parameter of a cooperation with the "Hochschule der Medien", new ideas are being generated and discussed to help realize a new trend-setting user concept.

Did you know?

There are many reasons to use the document management of ELO*office*.

In this age of quickly growing electronic information, means keeping the overview. The electronic administration from documents and information functions with ELO*office* not only more efficiently, it's also a lot of fun. In ELO*office*, you manage your own documents in a familiar order of archive criteria, for example: filing cabinets, folders and index files. The software can be used at once, without time-consuming training. DMS can't get any easier.
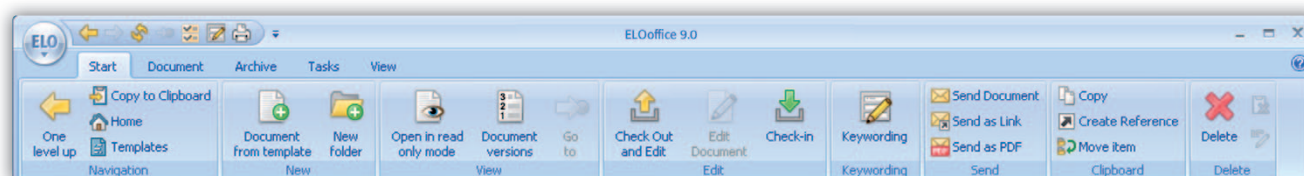
Our new clear ribbon makes it possible for you to find functions and commands that much faster and easier.
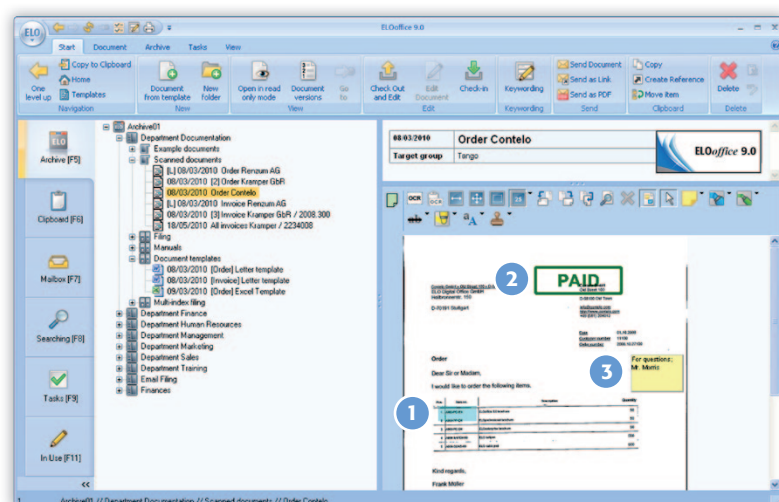

You want your electronic document:

1. *to highlight?*

2. *to stamp?*

3. *or to add sticky notes?*

It's no problem with ELO*office*.
DMS provides in the best way a familiar working environment by using a pen, a stamp and a note pad.

The central part of an efficient search consist of a high-capacity database, which also enables documents to be rapidly retrieved from large data files.

Did you know?
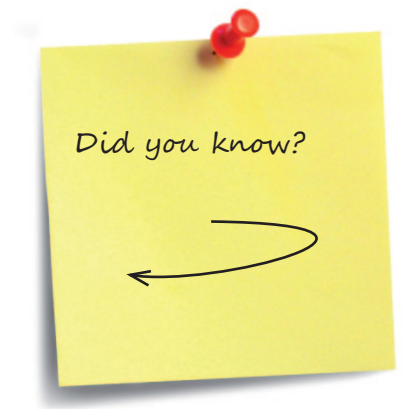
Search and find at once

You're searching for an invoice or contract? Just give the desired search criterion in the **ELO**-search mask; for example, an invoice number or a contract date and at once, you will find the wanted document in the **ELO** archive.

Through the content search, direct to the goal

In addition to comprising the keywording search, **ELO***office* also provides a fulltext search. You will find; for example, a contract not only with the contract number, but also by the names or other special terms, which are found in the document content.

Or you're searching for a scanned article, a PDF document or a delivery note? Also here, you can use the fulltext search to recover quickly and safely, not only text documents (DOC, PDF etc.) but also graphics and scanned documents.
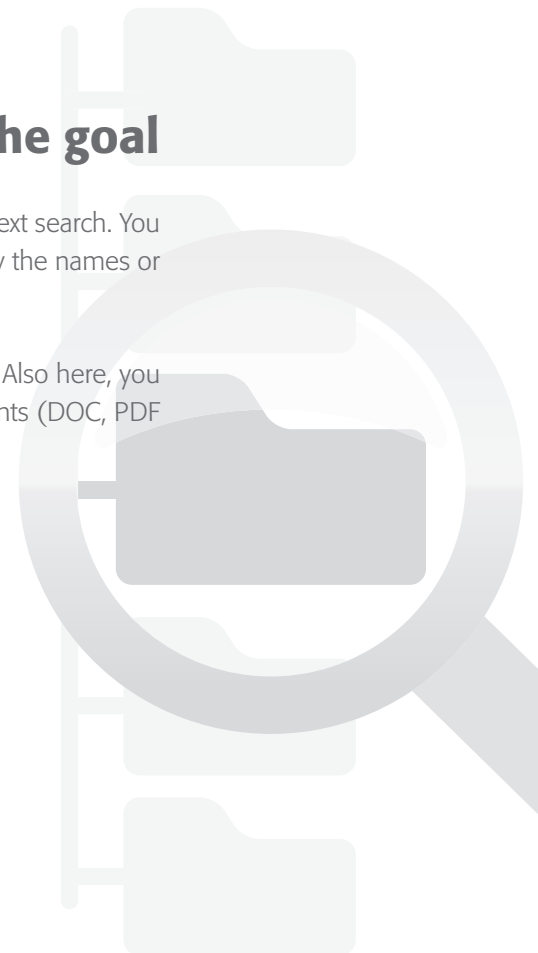
In accordance with the German fiscal code and the German basic principles of data access and verifiability of electronic documents (GDPdU), businesses are required to store and save tax relevant e-mails in electronic form.

(To learn more, take a look in our media centre **www.elo.com**)

Did you know?

„Hello, can I help you further."

Connect yourself to your information flow.

A customer asks about his order, which he has previously sent to you by e-mail? Another customer is on the telephone and wants to ask about a state of procedure?
You can be thrilled, with **ELO,** you are ready to offer quick assistance. Comfortably, you can open ELO*office* by just the click of a mouse and have access to the customer's files or respective procedures. You have next to the customers contracts or invoices, the entire relevant correspondence in overview and can assist your customer immediately.

The special integration from ELO*office* in Microsoft Outlook makes direct archiving possible for e-mail and other Outlook objects. This immediately allows your e-mails to be saved in project related archives and then be recovered just as quickly. The e-mail will be placed with its attachment in the ELO*office* archive, existing keywords; for example, the sender, recipients or subject matter will be automatically taken over by ELO*office*.

Archiving e-mails, just like you need it

You know better, how you want to optimally structure your e-mail. The system supports both the synchronization of individual Outlook files and selective manual filing in the ELO*office* archiving structure.

„A very practical function from ELO is the task reminder, so that timely tasks are thereby ensured."

Gustav Fischer, CEO of Fischer-Ladenbau-Service

What our customers are saying.

That's teamwork a really pleasure.

ELO offers all features, which are necessary in a team to work optimally and safely.

It happens very frequently, that in the daily workload, several persons may be working on the same document, in so doing, they get in each others way. The following: work competition, missing current workflows and considerable effort by tracking the process.

ELO*office* has even more functions for efficient teamwork, that are amusing:

The **CheckIn-/CheckOut-function makes sure, by working together on a document, that conflicts don't arise by document changes.** It's obvious to all colleagues, when one colleague has opened (checked out) an **ELO** document and is working on it, that this document can be looked at, but is protected from any editing until it has been checked back into the archive.

The **task reminder function makes it possible to get the job done on time.** Important documents and processes can be time controlled and handled properly with this function. It's possible to set tasks and time lines for yourself and for colleagues.

The **ELO Version management provides a clear record of who has edited a document and when.** Incase your version is not satisfactory, you can simply view a previous version, compare or restore it.

The **ELO sticky notes and voice notes are not only efficient, but also belong to the more favourite ELO*office*-functions.** Precisely in a team process are these functions a basic tool for informative und transparent work. Sticky notes, voice notes and individual stamps can be easily attached to documents, allowing you to leave important messages and comments. A variety of different markers make it possible to highlight specific locations in your document.

"ELOoffice is the only reason for me, why I still have Windows running on my Mac. High efficient TIFF compressing with very little data amounts are ideal for the massive amounts of files, a logical and yet intuitive filing system, that lets you use both a key word, as well as, a specific file search.

For me, a screenplay writer, is ELOoffice an ideal research and filing tool, and version 9, offers even more flexibility with data exchange plus a much higher fun factor."

Thomas Hernadi, Screenplay writer

What our customers say.

How does this document arrive in the ELO archive?

The faster you place all of your documents in the **ELO** archive, the faster you can retrieve them. For this reason, the scanning of paper documents in **ELO** is made comfortably and easily as possible. Thanks to the standard interfaces, you can easily connect your scanner with **ELO** and you're ready to go.

Many paths lead you to your destination
Decide for yourself

For example, when an invoice arrives in your office, you can scan it directly into the archive. You have the possibility to manually keyword the document or automatically file it. *How, that's for you to decide!*

Archiving direct from the Office Suite

ELO*office* supports the standard packages of Microsoft Office, StarOffice and OpenOffice.org. With the click of a mouse, you can archive, research and open respective programs.

File quickly and automatically with barcode.

The integrated barcode solution makes it possible to scan, automatically keyword and archive incoming vouchers, such as: invoices, delivery notes or contracts.*

ELO Archive

With the ELO Connector you speeding up

document filing considerably. You define, as the user, the document zones; for example, the invoice numbers. The optical character recognition (OCR) automatically reads the zone from the invoice and copies the values and the assignment into the keywording form.

Handle many documents in a jiffy.

This function works with batch processing. It allows previously highlighted documents to be filed in a workflow.

*up to 200 documents per month

What our customers are saying.

In ELO, your information feels at home...

... we place great importance on data security
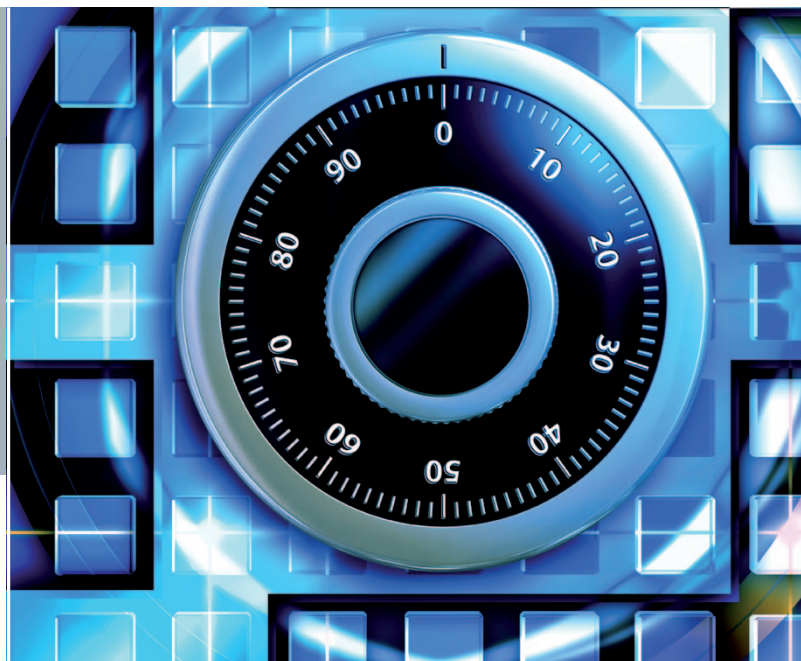
Security in the ELO archive

The user and the key management in **ELO***office* protects your documents, as well as, your teamwork and also by the daily handling of data. In addition, a 128 bit encryption algorithm ensures the safety of especially confidential documents.

Higher security standard

Intelligent checking mechanisms like the checksum guarantees an even higher standard of security. A checksum is automatically calculated over the document content during the archiving process. This information can help show at anytime, whether the document is the original or not.

Security in the future with PDF/A and TIFF

For a long term archiving, we can file any documents in the archive using the **ELO**-TIFF- or the **ELO** PDF/A-printer. The worldwide standard format TIFF and PDF/A offer in connection with **ELO** two major advantages: For one, the storage of documents in read only format, and for another, the readability of the document even after many years.

Due to the daily increasingly growing electronic filing at work, there is also the increased need for its safer storage. Today, we regulate these specifications for long-term and verifiable retention and deletion of electronic documents and information by German laws and regulations; such as, GDPdU, HGB or AO and the generally accepted principles of computer-based accounting systems.

(Learn more in our media centre at **www.elo.com**)

Did you know?

Electronic Archiving and what the lawmaker expects from me

There are legal regulations concerning archiving which businesses must comply with. It's true, the law doesn't make any distinction whether you are self-employed, a small or a large company.

We are taking care of the legal guidelines

By using a DMS, such as **ELO**office, you are already on the safe side. **ELO** helps you by keeping the legal guidelines and all information parallel at your disposal quickly and at anytime.

Even more, with **ELO**office you are ready for your annual audit

With the help of an export function in **ELO**office, the archive can be exported very simply, as a whole or in part, just by burning the information onto an external storage media. The DVD for example can be delivered directly to your auditor. Since January 1, 2002, the tax authorities have been requesting documents in electronic form based on the German GDPdU regulations on tax related documents, and then digitally auditing them.

Immerse yourself in the ELO*office*-world. At **www.elooffice9.com** you can test the software and find videos, photo galleries, as well as, all the ELO*office* 9.0 trivia.

Did you know?

Your all around comfortable package:
Or would you like more?

Individual needs? *no problem*

Do you need an interface to a branch-specific application like ERP-, merchandising or CAD system? No problem, ELO*office* offers quality proven add-on modules to give the solutions that fit perfectly to your business. The comprehensive partner network provides ELO with detailed industry know-how, which flows into the software development.

My ELO *expand yourself easily*

You will quickly discover for yourself the advantages by using **ELO** and have the urge to further expand. Thus allowing, for example, complete workflows to be automatized or special tasks to be customized. In addition, the high-performance interface **ELO**script allows for further individual function expansion.

The ELO support *competent and reliable*

With the purchase of ELO*office*, you have not only a high-powered product, but also a reliable support system. So naturally we offer you competent support for all technical questions relating to ELO*office*.

Training courses *for more know-how*

For customers who want to inform themselves more intensively and comprehensively with the ELO*office* subject matter, we offer ELO*office* end customer training courses. The functions of ELO*office* are explained simply and effectively, along with optimal practical exercises.

Where can I buy ELO*office*?

ELO*office* is obtainable by our certified ELO*office* **Channel-Partners**. Through comprehensive training, continuous development and certification, our partners have sound knowledge of ELO*office* solutions. This is the best guarantee that you will receive, not only innovative technology, but also individual and competent service. To find your nearest ELO*office* channel partner, go to our website at www.elo.com.

What our customers are saying.

ELO*office* 9.0 - The Highlights
Your demands are our motivation

Ribbon – *clear and intuitive*

A clear user interface saves a great deal of time and work on a daily basis. You will find **ELO***office* functions and commands much faster and easier to use due to the new ribbon.

Sticky notes and stamps – *easy and efficient*

Do you want to emphasize important points in your document by colour highlighting, stamping or placing a sticky note? With **ELO***office* you won't have to do without your familiar working styles, using pens, stamps and note pads. Like usual, you attach sticky notes, for example, on your archive documents or use a standard stamp or self made stamp to mark files.

Barcode – *fast and automatic filing*

Barcodes are an excellent tool for archiving. They allow you to quickly and automatically by keywording and archiving incoming vouchers such as: invoices, delivery notes or contracts. **ELO***office* now offers as a standard the possibility to construe barcodes on to documents and process them respectively.*

ELO Connector – *comfortable archiving*

Do you want to speed up your scanning and filing process? The connector functionality is the answer, it makes sure the information from the scanned documents can be easily read and entered in the keywording.

Pre-keywording - *use existing infos*

Use your exising document information like Word, JPEG or TIFF for direct keywording. With ELO*office* you can easily accept existing data information like file names, file dates or file sizes automatically into the keyword. It's possible by scanned TIFF-files to use the entire text as support for the keywording.

* up to 200 documents per month

The ELO Digital Office GmbH is the market leader in the small business sector for document management and archiving. We take responsibility for our software and are continually working on further developments. It is our goal to meet the ever changing market demands, as well as, the demands of our users.

Did you know?

ELO*office* 9.0 - The Highlights
Your demands are our motivation

Stack keywording – *processing many documents at a hit*
Batch processing allows for a multitude of received documents to be processed all at once. Many more previously highlighted documents can be filed with only one workflow.

Adaptive filing wizard – *intelligent archiving*
This feature saves a great deal of time with archiving files. The user files a document type (keywording form) and **ELO***office* automatically suggests an intelligently chosen file location. Therefore, the user has been spared the task of defining a specific and complicated filing clause.

Creating – *a path automatically*
You can deposit a file in the keywording form, so that the index filing can start even though the filing target was not found. In this case the missing folder are filed automatically. The automatic filing via keywording information makes it possible for the quick and safe processing of documents, these directories can be assigned while keywording.

Creating a task reminder while filing – *working on schedule*
By placing your invoice in a file, it automatically attaches a task reminder to control the payment period; and by doing so, working on time has been guaranteed. You can use this function with any document.

Send a document as a PDF file – *safe and comfortable*
Any printable document can be sent directly from **ELO***office* in a PDF format. The conversion takes place automatically in the sending process, the respective document remains in the archive in its original format. This guarantees, regardless in which format the original document is, in the **ELO***office* archive, it will arrive in PDF format by the recipient.

ELO*office* 9.0 - Function overview

- Up to 4 possible archives each with 200 000 documents
- Up to 15 archive levels
- Networking for up to 10 users
- Archive data filing possible on all common network systems, e.g. Windows Server, Novell etc.
- One ELO licence per workstation is required
- Profile management for local archives and archives in the network
- Over 40 directly supported file formats, such as TIFF, BMP, JPG, PDF, HTM, WAV, MPG, AVI, ZIP, DOC(X), XLS(X) and other common formats, as well as a number of PC documents via OLE 2.0 interface

- Direct search in all index information and fulltext
- Automatic filing with adaptive filing wizard
- Transfer of EXIF data from digital cameras
- Separate scanner settings for certain document types
- Document display with continuous adjustment zoom 25 - 200%, any rotation at 90°-angle, and full screen mode with integrated preview function of multipage TIFFs
- Integrated OCR software ABBYY Finereader for text recognition in all displayable image files
- Configurable toolbar, programmable with a macro and script interface
- Reorganization mechanisms for database and documents

- Low space requirements for scanned documents through compression from PDF and CCITT Fax G4, ~50 KB per b/w document
- Any mobile exchange of archives (e.g. with CD, DVD, USB-Stick, ZIP-Drive) using export and import functions between PC-Systems (e.g. laptops)
- Documents- and file import by Drag & Drop
- 128 bit document encryption
- Any data exchange via the Windows clipboard
- Import of fax- and netzwork documents via the mailbox
- Import of e-mail by direct Microsoft Outlook connection
- Document dispatch as e-mail directly from the program
- Up to 50 possible index fields for keywording a document type, 200 document types in an archive
- Free mask creation for any desired document type with support of wizard
- Keyword lists, global and related to document type
- Attaching of sticky notes, comments, and stamps on document archives
- Thumbnail preview in the work areas "Archive" and "Searching"
- Searches within TIFF-, PDF- and Office-documents through the fulltext database
- Documents can be combined with video and voice information such as, any file systems

- The integrated **ELO** TIFF printer and **ELO** PDF/A printer are special printer drivers which enable you to save your documents in TIFF or PDF/A format in ELO*office*, directly from any printing application
- Comprehensive report function, e.g. system info, task reminder / mailbox report and system diagnostics report
- Integrated barcode recognitions and capturing (up to 200 per month)

System requirements:

Minimum:
- CPU with 1 GHz, 512 MB RAM
- DVD-ROM drive
- Screen resolution XVGA (1024 x 768) with 24 bit colour

System:
- Operating system: Microsoft Windows XP, 2003, Vista (32/64 bit) or Windows 7 (32/64 bit)
- Program: 700 MB available hard disk space
- Additional memory capacity for archive data: 1 GB for 20 000 Scanned pages b/w

Optional:
- TWAIN-compatible Scanner systems
- Network scanner
- DVD burner
- Microsoft Office 2003, 2007 + 2010

The Südzucker AG, Europe's largest sugar producer, began with **ELO**_office_ in the accounting department and later went corporation-wide with **ELO**_enterprise_. The employees recommended the software, because they already had great experiences using the office version privately.

Did you know?
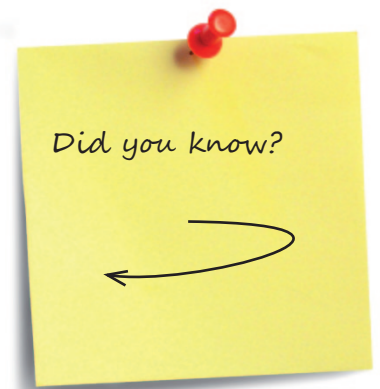
Higher investment protection for the future

With **ELO**_office_, you're getting an easy and inexpensive DMS software solution, which provides exactly what you need for your daily working tasks in a small business. A substantially complexer demand profile, in contrast, is needed for a DMS-/ECM-solution to accommodate a large corporation. Goal directed handling from large amounts of vouchers and the management of many users, plays a large roll. ECM-solutions, **ELO**_professional_ _a_nd **ELO**_enterprise_ cover the ELO Digital Office needs, first and foremost, for the middle-size businesses and the large corporations. All three **ELO**-solutions are completely interchangeable with one another. The user can change over to the next higher version at anytime. This means a higher degree of investment protection for you: when your business grows, your **ELO** DMS grows just as easily with it! Learn more at www.elo.com under products.

ELO*office*

Simply better organized

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For more branch offices visit *www.elo.com*

You can obtain **ELO***office* from your qualified software dealer:

ELO
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